

Securing Your Virtual Experience

Thank you for continuing to Connect within your Clubs and beyond. In this climate, these connections are so important. Most Clubs are finding the Zoom Meeting platform the easiest to implement for Club leaders, and easiest to navigate for members. Like most other public forums, it's possible to have a person (who may or may not be invited) disrupt an event that's meant to bring people together.

Starting April 5, Zoom has stepped in to protect their product and our engagement. Zoom chose to enable passwords on your meetings and turn on waiting rooms by default as an additional security enhancement to protect your privacy.

Meeting Passwords Enabled “On”

- Going forward, your previously scheduled meetings will have passwords enabled. If your attendees are joining via a meeting link, there will be no change to their joining ability.
- For attendees who join meetings by manually entering a Meeting ID, they will need to enter a password to access the meeting. They will receive this Meeting ID and a Password by email after they register.

Virtual Waiting Room Turned on by Default

Going forward, the virtual waiting room feature will be automatically turned on by default. If you are unfamiliar, the Waiting Room is just like it sounds: It's a virtual staging area that prevents people from joining a meeting until the host is ready.

How do I admit participants into my meeting?

It's simple. As the host, once you've joined, you'll begin to see the number of participants in your waiting room within the “Manage Participants” icon. Select Manage Participants to view the full list of participants, then, you'll have the option on the top right-hand side of your screen. If you are not familiar with someone in the Waiting Room, you can screen them by having a private chat in the Waiting Room. You can ask questions like who invited them and how they found out about the Zoom meeting. For you visual learners, use the step-by-step instructions by watching this video. *Video on controlling the Waiting Room (1:09)*

<https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>

Manage screen sharing

The first rule of Zoom Club: Don't give up control of your screen.

You do not want random people in your private or public event taking control of the screen and sharing unwanted content with the group. You can restrict this – before the meeting and during the meeting in the host control bar – so that you're the only one who can screen-share.

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To prevent participants from screen sharing during a call, using the host controls at the bottom, click the arrow next to Share Screen and then Advanced Sharing Options.

Removing unwanted or disruptive participants

From the Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick someone out of the meeting.

Mute participants

Hosts can mute/unmute individual participants or all of them at once. This should be used, mute all, during presentations. Any questions can come in through the Chat Room or by participants raising their hand. You can also enable Mute Upon Entry in your settings to keep the beginning of meetings in order. Or you can not allow any non-hosts to unmute at all.

Get to the meeting early

If you are a host, or co-host, one of you should get to the meeting early. For meetings, some like to get their early. Getting there early also allows you to admit participants.

Disable video

Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video or for that time your friend's inside pocket is the star of the show.

Have participants pre-register

One way to maintain control before a meeting even starts is to have participants pre-register. This allows organizers to review who plans to join and gives you time to check if you need to screen would-be participants before meeting or before they are allowed in from the Waiting Room.

Don't go at it alone – have a co-host

Based on the previous tips, there is much to tend to before and during a meeting. A co-host plays a vital part with tending to the items covered. The host is able to make any participants a co-host before or during the meeting.

For more information on this and more, you can go to **Zoom Support** by using the following url, <https://support.zoom.us/>, or **contact support** with questions at support@zoom.us.